

## PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Board** was held on Thursday, December 10, 2015 in Board Room A of the Sophie Beaumont Building, 111 North Jefferson Street, Green Bay, WI

---

**Present:** Chairman Tom Lund  
Paula Laundrie, Bill Clancy, Carole Andrews, Jo Ann Grashberger, Susan Hyland, Helen Smits

**Also Present:** Erik Pritzl, Executive Director  
Luke Schubert, Hospital & Nursing Home Administrator  
Eric Johnson, Finance Manager

---

**1. Call Meeting To Order.**

The meeting was called to order by Chairman Tom Lund at 5:15 pm.

**2. Approve/Modify Agenda.**

GRASCHBERGER/LAUNDRIE moved to approve the agenda.

The motion was passed unanimously.

**3. Approve Minutes of November 12, 2015 Human Services Board Meeting.**

CLANCY/ANDREWS moved to approve the minutes dated November 12, 2015.

The motion was passed unanimously.

**4. Executive Director's Report.**

Executive Director Erik Pritzl noted that his report was included in the agenda packet. He said that his department holds all-agency meetings two or three times a year. This year they did this in spring and fall. Pritzl said they will continue on that schedule as spring is a good time to talk about progress and initiatives and fall is a good time to talk about the budget process. He also reported that his department recently held an Agency Fair. This was an activity that was brought about because there is a gap of knowledge internally of people knowing what each department does. Booths were put together by each program area and Pritzl said they were very creative and some amazingly neat things were done. There were different activities and handouts and other informational things at the booths to explain what each program area does. It is the intention to hold a similar event in the spring for the public.

The other thing Pritzl commented on was the printout of the Bay Lake Consortium profile that was in the agenda packet. He said this is an extract from the state report and that Economic Support came in a few months ago to talk about all 11 consortiums operating in the state. The printout shows how we are performing, what the strengths are and what the opportunities to improve may be. Pritzl noted that there are almost 42,000 cases open which equates to about 6% of the state. A question was asked how to go about an improvement plan and if areas that need improvement were specified. Pritzl responded that the strengths are shown on the handout in green and there is also a list of opportunities to improve including things such as

training resources, workload leveling and additional consolidated teams or a leads team and evaluating available positions for consortium-wide roles. Pritzl stated that the consortiums have to operate together and find ways to specialize to get more done. He said the part he wanted this Board to be made aware of is how much work the consortium is doing in terms of output.

LAUNDRIE/HYLAND moved to receive and place on file.

The motion was passed unanimously.

**5. Administrator Report (CTC).**

**a. NPC Monthly Report.**

**b. QAPI Summary Report.**

Hospital & Nursing Home Administrator Luke Schubert referred to his report in the agenda packet and reported that there was a situation with a provider that came in to provide dental, podiatry, optometry, and audiology services that was going through potential bankruptcy. The contract with this company was terminated. There is only one other provider in the area that provides all four of those services on-site and Schubert has decided to move forward with this company, Health Drive, for these on-site services.

Schubert continued that there were three unsubstantiated complaints for the month and no regulatory activity. With regard to the QAPI, Schubert reported that there was one root cause in November in which a staff member was injured while placing a client into seclusion. The client also ended up pulling the sprinkler head from the seclusion room which set off the whole sprinkler system in the area causing some flooding damage. One of the after actions from this event was an opportunity to educate staff members more on their positions when transferring clients. A question was asked how the client was able to reach the sprinkler head and Schubert responded that the ceiling in that area is very low. An assessment of alternative options such as placing a sprinkler head guard over the sprinkler head or possibly allowing the sprinkler head to be capped off in that area will be requested by Facilities Maintenance.

ANDREWS/SMITS moved to receive and place on file Items 5 a & b.

The motion was passed unanimously.

**6. Financial Report for Community Treatment Center and Community Programs.**

Finance Manager Eric Johnson noted that as of the end of October, 2015 Community Programs is at 86% for revenues and 86% for expenses. He explained that because the transition to Family Care began on July 1, 2015 instead of March 1, 2015 as originally anticipated, year-to-date percentage used statistics for both revenues and expenses are higher than normally expected with reporting 10 of 12 months (83%). Johnson continued that there is a possibility that there will be higher expenses in comparison to revenues for the last two months of the year because some programs are capped at a certain amount of revenue and these caps are being reached.

With regard to the CTC, Johnson reported that October was a favorable month as explained in his report and that the census was good for September and October which helped with the numbers. He also noted that there is a possibility that they will be revisiting the collectability of

the receivables at CTC as the method that was used up to this point estimated collection percentage all the way out to 12 months and then after 12 months they assume they are not collectible. It is felt that perhaps they should step down the collectability percentage gradually over the course of a year rather than just letting it completely fall off after a year.

ANDREWS/HYLAND moved to receive and place on file.  
The motion was passed unanimously.

- 7. Statistical Reports.**
  - a. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.**
  - b. Monthly Inpatient Data - Bellin Psychiatric Center.**
  - c. Child Protection - Child Abuse/Neglect Report.**
  - d. Monthly Contract Update.**

- 8. Request for New Non-Continuous Vendor.**

- 9. Request for New Vendor Contract.**

LAUNDRIE/ANDREWS moved to receive and place on file Items 7 a-d and 8 and 9.  
The motion was passed unanimously.

- 10. Other Matters. None.**

- 11. Adjourn Business Meeting.**

LAUNDRIE/ANDREWS moved to adjourn.  
The motion was passed unanimously.  
Chairman Lund adjourned the meeting at 5:33 pm

Respectfully submitted,

Therese Giannunzio  
Recording Secretary